

26 September 1974

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Joint Computer Support  
Director of Logistics  
~~Director of Medical Services~~  
Director of Personnel  
Director of Security  
Director of Training

SUBJECT : Mission Statements and Organizational Charts


1. We are in the process of formally revising and updating the mission and function statement for the Directorate of Administration, as well as the related organizational charts. In this regard, the DD/A is also interested in having all the Offices conduct a similar review to be sure that the appropriate regulations and organizational charts are current and accurate.

2. The Regulations Control Staff provided the following status report:

| <u>Office</u> | <u>Mission/Function</u> | <u>Chart</u> |
|---------------|-------------------------|--------------|
| OC            | 5 Dec 73                | 5 Dec 73     |
| OF            | 3 Jun 68                | 23 Aug 73    |
| OJCS          | In process              | In process   |
| OL            | Oct 68/May 69           | 30 Jul 71    |
| OMS           | 22 Apr 74               | 30 Oct 70    |
| OP            | 21 Oct 68               | 29 Apr 71    |
| OS            | Nov 66/Apr 73           | 8 Jan 74     |
| OTR           | 20 Nov 69               | 13 Nov 73    |

3. I would very much appreciate receiving written comments concerning the results of your review, particularly if substantive action is required to bring matters up to date. I would suggest a report by close of business on 4 October 1974.

STATINTL

  
Executive Officer to the  
Deputy Director for Administration